

## **60 Days Hiring Delay – PVA Deputies**

Effective January 1, 2006 a 60 days “Hiring Delay” is in place. These procedures should be followed:

1. The PVA must still send a “Memo/Letter” to the PVA Administrative Support Branch (the “Branch”) addressed to Marsha McQueary, Executive Director, Office of Property Valuation for review and approval.
2. The “Branch” will prepare a “Hiring Exemption” form and e-mail it to Marsha for approval.
3. The PVA will be notified by the “Branch” when the new hire can start and/or follow-up.
4. The effective date of hire will be the beginning of a pay period date (1st or 16<sup>th</sup>) closest to the 60 days delay. (i.e., “Branch” receives memo to hire February 12, 2006 the effective hiring date April 16, 2006).
5. If the PVA feels this is an emergency situation and the deputy is needed before the 60 days hiring delay, a separate “Emergency Request” memo/letter must be submitted. Emergency Request will be reviewed and follow-up conversations may take place before the Request is submitted to FAC/DOR.

It is very important to follow and submit a Request as soon as possible, when/if a vacancy will take place in the PVA office.